

STATEWIDE ELECTIVE OFFICE DESCRIPTIONS ★ ★ ★

Governor

- As the state's chief executive officer, oversees most state departments and agencies and appoints judges.
- Proposes new laws and approves or vetoes legislation.
- Prepares and submits the annual state budget.
- Mobilizes and directs state resources during emergencies.

Lieutenant Governor

- Assumes the office and duties of Governor in the case of impeachment, death, resignation, removal from office, or absence from the state.
- Serves as President of and presides over the State Senate and has a tie-breaking vote.
- Chairs the Economic Development Commission, is a member of the State Lands Commission, and sits on the boards of the California university systems.
- Serves as an ex-officio member of the California State World Trade Commission.

Secretary of State

- As the state's chief elections officer, administers and enforces election laws and keeps records of all campaign and lobbyist disclosure statements required under the Political Reform Act.
- Files official documents relating to corporations, trademarks, the Uniform Commercial Code, notaries public, and limited partnerships.
- Collects and preserves historically valuable papers and artifacts in the California State Archives.
- Serves as an ex-officio member of the California State World Trade Commission.

Controller

- As the state's chief fiscal officer, acts as the state's accountant and bookkeeper of all public funds.
- Administers the state payroll system and unclaimed property laws.
- Serves on numerous boards and commissions including the Board of Equalization and the Board of Control.
- Conducts audits and reviews of state operations.

Treasurer

- As the state's banker, manages the state's investments.
- Administers the sale of state bonds and notes and is the investment officer for most state funds.

- Chairs or serves on several commissions, most of which relate to the marketing of bonds.
- Pays out state funds when spent by the Controller and other state agencies.

Attorney General

- As the state's chief law officer, ensures that the laws of the state are uniformly and adequately enforced.
- Heads the Department of Justice, which is responsible for providing state legal services and support for local law enforcement.
- Acts as the chief counsel in state litigation.
- Oversees law enforcement agencies, including District Attorneys and Sheriffs.

Insurance Commissioner

- Oversees and directs all functions of the Department of Insurance.
- Licenses, regulates, and examines insurance companies.
- Answers public questions and complaints regarding the insurance industry.
- Enforces the laws of the California Insurance Code and adopts regulations to implement the laws.

Superintendent of Public Instruction

- As the state's chief spokesperson for public schools, provides education policy and direction to local school districts.
- Directs all functions of the Department of Education and executes policies set by the State Board of Education.
- Serves as an ex-officio member of governing boards of the state's higher education system.
- Works with the educational community to improve academic performance.

Member of the Board of Equalization

Serves on the Board of Equalization, California's elected tax commission, a body that:

- Oversees the administration of over two dozen tax and fee programs including sales and use, cigarette and tobacco, alcohol and fuels tax.
- Serves as the appellate body for California income and franchise tax cases.
- Oversees the administration of property tax statewide.